

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1710

TITLE: INVENTORY MANAGEMENT SUPERVISOR

GRADE: S-21

DEFINITION:

Under direction, to supervise a specific inventory management operation involved in providing support to the entire County in the development and maintenance of a property accounts program; or in administering the cataloging and standardization program of supply materials; and to do related work as required.

TYPICAL TASKS:

Prepares property accounts for all accountable units and keeps them current through the processing of issue and turn-in reports;
Monitors property control system and recommends changes thereto;
Audits unit accounts and central supply system accounts by inventory and review of records;
Works closely with cataloging and standardization committee in development of equipping standards for common work stations, prepares capitalization reports of inventories for use in management planning by top management;
Administers the cataloging programs to include proper item identification, current contracted costs, and current source of supply;
Maintains the master catalog set for use by all activities of the County;
Administers the standardization program and serves as executive secretary of the standardization committee;
Assists buyers in the preparation of technical specifications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of purchasing and supply principles, laws, methods and procedures;
Knowledge of sources of supply, commodity of the kinds of materials, supplies and equipment generally used by the County;
Working knowledge of accounting practices as applied to procurement activities;
Ability to develop and maintain effective relationships with staff members, vendors and the general public;
Ability to plan and supervise the work of a staff;
Ability to prepare clear and concise reports;
Ability to speak and write effectively.

EMPLOYMENT STANDARDS:

Graduation from college or university with major course work in public administration, business administration or related field including or supplemented by courses in purchasing and four years of increasingly responsible technical experience in a centralized supply and purchasing program preferably in government or with a corporation involved in buying a great variety of products.

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